

## Symposium Volunteer Time Slots

\*\*\*multiple slots available

Date	Session Time	Volunteer Opportunity
TUESDAY, February 6th		
	Pre-symposium	Pre-Symposium Logistics***
2/6/2016	8:00 - 10:30	Computer Support: Technical Support
2/6/2016	8:00 - 10:30	Computer Support: Loading Presentations at Front Desk***
2/6/2016	8:00 - 5:00	Registration and Front Desk ( <b>multiple shift times</b> )***
2/6/2016	10:30 - 12:00	Computer Support: Loading Presentations at Front Desk***
2/6/2016	8:00 -10:00	Poster: Help during poster presenter set-up
2/6/2016	8:15 - 10:00	Session: Opening Plenary Session***
2/6/2016	10:00 -10:30	Break
2/6/2016	10:15 -12:00	Session: Concurrent Oral Presentations (5 Sessions)***
2/6/2016	12:00 -1:30	Lunch***
2/6/2016	1:15 - 3:00	Session: Concurrent Oral Presentations (5 Sessions)***
2/6/2016	3:00 - 3:30	Break
2/6/2016	3:15 - 5:00	Session: Concurrent Oral Presentations (5 Sessions)***
2/6/2016	5:00 - 5:30	Poster: Judges meeting
2/6/2016	5:30 - 7:30	Poster: Poster Session***
2/6/2016	5:00 - 7:30	Reception
2/6/2016	6:30 - 8:30	Poster: Help with entry of judging scores into database
2/6/2016	7:30 - later	Poster: Set up 5 SWS poster boards in main hallway***
2/6/2016	7:30 - later	Poster: takedown***
WEDNESDAY, February 7th		
2/7/2016	8:00 - 5:00	Registration and Front Desk ( <b>multiple shift times</b> )***
2/7/2016	8:00 - 10:30	Computer Support: Loading Presentations at Front Desk
2/7/2016	8:15 - 10:00	Session: Concurrent Oral Presentations (5 Sessions)***
2/7/2016	10:00 -10:30	Break
2/7/2016	10:15 - 12:00	Concurrent Oral Presentation Sessions (5 Sessions)***
2/7/2016	12:00 - 1:15	Lunch***
2/7/2016	1:15 - 3:00	Session: Plenary Session - Telling Water's Story***
2/7/2016	3:00 - 3:30	Break
2/7/2016	3:30 - 5:00	Session: Final Plenary Session***

# Symposium Volunteer Role Descriptions

## Pre-Symposium Logistics

Assist in compiling materials for the Symposium, such as nametags, poster materials, amenities, and check-in materials. This will take place several days prior to the event and will have more flexible time slots and scheduling.

## Poster

Assist in various tasks related to the poster presentations, from setup to judging to takedown.

### Board Setup

Help set up the poster boards in the correct orientation for the presentations.

### Presenter Setup

Assist poster presenters in setting up their posters on the provided poster boards.

### Judges Meeting

Provide support during the judges meeting prior to the poster presentation session.

### Poster Session

Provide logistical support to the judges and presenters during the poster presentation session.

### Score Entry

Assist in entering judges' scores into our database for the student poster competition.

### SWS Poster Board Setup

Set up the poster boards from Soil and Water Sciences in the main hallway to display the student poster competition winners.

### Takedown

Assist in taking down the poster boards and clearing the poster presentation room.

## Computer Support

### Loading Presentations at Front Desk

Assist presenters of oral presentations with loading their supporting media onto the Water Institute drive for access during their presentation.

### Technical Support

Provide general technical support during the morning of the first day of the Symposium.

## Registration and Front Desk

Assist in registering and checking in Symposium guests. There will be multiple shifts available each day to cover the entire event.

## Session

Help the session moderator with room setup, loading presentations onto the computer, and timekeeping. *If you would like to request a specific session, please see the [Symposium Agenda](#), and I will try to accommodate your specific requests and interests as best as I can.*

## Break, Lunch, and Reception

Assist with the general logistics of Breaks and Lunches, as well as the Reception on the first night during the poster presentation session.